



BOARD OF SUPERVISORS COUNTY OF MADERA

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MEMBERS OF THE BOARD

FRANK BIGELOW
VERN MOSS
RONN DOMINICI
MAX RODRIGUEZ
TOM WHEELER

TANNA G. BOYD, Chief Clerk of the Board

File No: 10030

Resolution No. 2010-073

Date: April 6, 2010

In the Matter of CONSIDERATION OF APPROVAL OF RESOLUTION ADOPTING SALARY AND FRINGE BENEFIT SCHEDULES FOR THE ELECTED, CLASSIFIED, AND UNCLASSIFIED SERVICE, INCLUDING ALL APPLICABLE SALARY CHARTS, HUMAN RESOURCES DEPARTMENT.

Upon motion of Supervisor Dominici, seconded by Supervisor Moss, it is ordered that the attached be and it is hereby adopted as shown.

I hereby certify that the above order was adopted by the following vote, to wit:

AYES: Supervisors Bigelow, Moss Dominici, Rodriguez and Wheeler.
NOES: None.
ABSTAIN: None.
ABSENT: None.

Distribution:

Granicus

ATTEST: TANNA G. BOYD, CLERK
BOARD OF SUPERVISORS

By *Tanna G. Boyd*
Deputy Clerk

BEFORE
THE BOARD OF SUPERVISORS
OF THE COUNTY OF MADERA
STATE OF CALIFORNIA

| | | |
|-------------------------|---|----------------------------------|
| In the Matter of |) | Resolution No.: 2010- <u>073</u> |
| |) | |
| COMPENSATION FOR COUNTY |) | RESOLUTION ADOPTING SALARY |
| OFFICERS AND EMPLOYEES |) | AND FRINGE BENEFIT SCHEDULES |
| _____ |) | |

WHEREAS, section 2.60.165 of the Madera County Code authorizes, except as otherwise provided by State Law, the compensation of officers and employees of the County of Madera to be established by Resolution of the Board of Supervisors.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Madera, a political subdivision of the State of California, that the following be, and hereby is, adopted:

SECTION 1 - TITLE. This Resolution shall be cited as the Salary and Fringe Benefit Resolution of the County of Madera.

SECTION 2 - SALARY SCHEDULES. All officers and employees of the County of Madera shall be employed and serve pursuant to state statutes, ordinances, rules and regulations of the County of Madera and shall receive the compensation established herein. Except as otherwise provided in this Resolution, salaries shall be at the applicable salary rates designated on the attached Salary Schedules and accompanying Tables (hereafter, "Salary Schedules"). Said Salary Schedules shall show the salary range number and the rates to be paid at each step within the range for full-time service. Hourly rates shall be used only when monthly rates cannot reasonably be used or when so prescribed.

All Classified/Unrepresented Employees placed on Step A of the salary range will remain on Step A for twelve (12) months before being eligible for movement to Step B.

SECTION 3 - FRINGE BENEFIT'S SCHEDULE.

- a. **Fringe Benefits for Classified/Represented Employees.** Employees whose positions are included within the Salary Schedule for Classified Employees, and whose classifications are assigned to various employee representation units for collective bargaining purposes, shall be entitled to receive those fringe benefits delineated in the most current Memoranda of Understanding ("MOUs") between the County and the employee representation unit to which the employees' classifications have been assigned.
- b. **Fringe Benefits for Classified/Unrepresented Employees.** Employees whose positions are included within the Salary Schedule for Classified Employees, and whose classifications are designated as "Unrepresented" for collective bargaining purposes, shall be entitled to receive certain fringe benefits as indicated on the attached Fringe Benefit Schedule and accompanying Appendix.
- c. **Fringe Benefits for Unclassified Employees.** Officers and Employees whose positions are included within the Salary Schedule for Unclassified Employees, and whose salaries are paid by reference to a salary range, shall be entitled to receive the fringe benefits indicated on the attached Fringe Benefit Schedule and accompanying Appendix.
- d. **Elective Officers.** County Officers within the elective service whose fringe benefits are not otherwise established by State law shall be entitled to receive the fringe benefits indicated on the attached Fringe Benefit Schedule and accompanying Appendix.

- e. **Non-Elected Department Heads.** Officers and Employees whose Department Head positions are non-elected and are included within the Salary Schedule shall be entitled to receive the fringe benefits indicated on the attached Fringe Benefit Schedule and accompanying Appendix.

SECTION 4 - FRINGE BENEFITS FOR EXTRA-HELP EMPLOYEES. Generally, the fringe benefits provided hereunder shall not be provided to extra-help employees, except that certain fringe benefits shall be provided to such employees as follows:

- a. In the next succeeding month following the completion of one thousand (1,000) hours of paid employment within a fiscal year, an extra-help employee shall be entitled to participate in the Public Employees' Retirement System's Retirement and Health Insurance Plans. The County shall contribute its portion of the retirement and health plan contributions for each succeeding month of employment in which the employee works. Should the employee have insufficient earnings to pay his or her share of any two-party or family health insurance premiums, the employee will be afforded the opportunity to contribute the balance of the full health insurance premium for that month;
- b. After the initial completion of the one thousand (1,000) hour qualifying period, an extra-help employee will be required to qualify for continued benefits toward health plan contributions on a semi-annual basis. The eligible extra-help employee will be required to work a minimum of five hundred twenty (520) hours in a six (6) month period to continue receiving health plan contributions. Effective 2010, extra-help employees who do not work a minimum of five hundred twenty (520) hours between January 1 and June 30 will no longer receive health plan contributions effective August 1,

and extra-help employees who do not work a minimum of five hundred twenty (520) hours between July 1 and December 31 will no longer receive health plan contributions effective February 1. These provisions will not affect the extra-help employee's right to continue coverage under COBRA, the County's portion of retirement contributions, or an extra-help employee from requalifying for health plan contributions should he/she meet another one thousand (1000) hour threshold in a subsequent fiscal year.

- c. In the next succeeding month following the completion of one thousand (1,000) hours of paid employment within a twelve (12) month period at the "A" step of a salary range, an extra-help employee shall be entitled to be considered for advancement to the "B" step of the salary range of the classification in which employed;
- d. After the completion of two thousand (2,000) hours of paid employment (in which there has not been a termination and subsequent re-employment) at the "B" step of a salary range, an extra-help employee shall be entitled to be considered for advancement to the "C" step of the salary range; and
- e. An extra-help employee shall be entitled to be considered for advancement to step increases up to and including the "E" step of the salary range of the classification after each two thousand (2,000) hours of paid employment (in which there has not been a termination and subsequent re-employment).

SECTION 5 - UNIFORM ALLOWANCES. The person employed in the position of Corrections Director shall be entitled to receive a uniform allowance at the rate of Thirty Dollars (\$30.00) per month.

SECTION 6 - MEMBERSHIP FEES. The County shall pay the basic annual or periodic membership fees on behalf of persons employed in permanently allocated positions that require active membership, license, registration or certification.

SECTION 7 - COLLECTIVE BARGAINING STATUS. Nothing in this Resolution shall be construed as changing or otherwise affecting the status of any officer or employee for the purposes of collective bargaining.

SECTION 8 - IMPLEMENTATION. The Auditor-Controller and the Director of Human Resources are authorized and directed to take such actions as may be necessary to carry out the purpose and intent of this Resolution.

SECTION 9 - REPEAL; EFFECTIVE DATE. Resolution No. 2009-110, adopted on April 28, 2009, and all amendments thereto, is hereby repealed. This resolution shall take effect immediately.

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The foregoing Resolution was adopted this 6th day of APRIL, 2010,
by the following vote:


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|-----------------------------|------------|
| Supervisor Bigelow voted: | <u>yes</u> |
| Supervisor Moss voted: | <u>yes</u> |
| Supervisor Dominici voted: | <u>yes</u> |
| Supervisor Rodriguez voted: | <u>yes</u> |
| Supervisor Wheeler voted: | <u>yes</u> |


Chairman, Board of Supervisors

ATTEST:


Clerk, Board of Supervisors

Approved as to Legal Form:
COUNTY COUNSEL

By 

APPENDIX - FRINGE BENEFIT SPECIFICATIONS

Bilingual Compensation. Any eligible Officer or Employee determined by the Department of Human Resources to proficiently communicate in a second language, may be eligible for additional compensation. For positions identified as requiring the use of this second language at least 25% of the work time, the supplemental compensation shall be forty-five dollars (\$45.00) per month. Officers and Employees receiving more than forty-five dollars (\$45.00) per month as of June 30, 1994, shall continue to receive the amount paid as of that date. For those positions approved for occasional use of the second language, the supplemental compensation shall be twenty dollars (\$20.00) per month.

The County Administrative Officer shall determine the required language and the number of positions that will be authorized to receive bilingual compensation.

In order to be eligible for bilingual pay, an employee must proficiently speak or communicate in another language. To qualify for occasional use the employee must be tested by the Department of Human Resources to demonstrate proficiency in communicating the second language. To qualify for the forty-five dollars (\$45.00) per month differential the employee must demonstrate use of the language for at least 25% of the time worked. This is achieved by filling out a work activity log. The Department of Human Resources will provide an employee with a work activity log along with an explanation for filling out the log. The log must be filled out over ten (10) consecutive working days and must be signed off by the employee's immediate supervisor. The log is then submitted to the Department of Human Resources for verification that the other language was spoken 25% or more of the employee's work time.

If the time is verified, a proficiency examination must then be taken, unless it has already been completed on the basis of occasional use. As with occasional use, if the employee is deemed proficient in the language as a result of testing administered by the Department of Human Resources, the employee will qualify for the bilingual premium. Premium pay for either occasional use or 25% use will be effective either the first of the month following the date that the Department certifies that bilingual services began or the 1st day of the month following the submission of the work activity log to the Department of Human Resources. In the second case, a pay adjustment will be made if the proficiency examination causes a delay in processing.

If an Officer or Employee fails to meet the 25% time qualification or does not pass the proficiency examination, the Officer or Employee must wait six months to again be considered for the bilingual premium.

Deferred Compensation. The County shall continue to make available to eligible Officers and Employees the opportunity to participate, on a voluntary basis, in a tax-qualified deferred compensation program. Officers and Employees shall be allowed to contribute funds to said program through the use of payroll deductions.

Health and Welfare. The County shall maintain medical coverage as provided by the Public Employees' Retirement System (PERS). The County agrees to fund and maintain the health benefit program at the contribution rate of 100% for single member coverage and an additional 50% for either two-party or dependent coverage using the premium rate structure of Blue Shield HMO – Other Southern California Region under PERS, offered Dental, and the Vision Service Plan.

Utilization of the Blue Shield HMO (Other Southern California Region) premium rate structure as the basis for calculating the County's contribution rates will affect those Officers or Employees hired on or after August 1, 2008.

Any Officer or Employee providing evidence of health coverage from an outside source, comparable to the coverage options with the County of Madera, will be eligible to have the County pay one hundred dollars (\$100) per month into a deferred compensation account for the Officer or Employee in lieu of participation in the County health benefit program.

Any Elective Officer or Non-elected Department Head providing evidence of health coverage from an outside source, comparable to the coverage options with the County of Madera, will be eligible to have the County pay each month into a deferred compensation account for the eligible Officer or Employee, in lieu of participation in the County health benefit program, a sum equal to the County's maximum contribution rate for single member health insurance coverage. This payment is in lieu of and not in addition to the one hundred dollars (\$100.00) per month provided for above.

The County shall contract with a licensed health care services provider for an Employee Assistance Program that will provide Officers and Employees and their dependents confidential behavioral health counseling for a total of up to three (3) visits each six (6) months with a cost to the County not to exceed two dollars (\$2.00) per month per covered Employee.

Holidays. The following days are established as holidays for eligible Officers and Employees:

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NEW YEAR'S DAY, January 1st
MARTIN LUTHER KING, JR. DAY, the third Monday In January
PRESIDENT'S DAY, the third Monday in February
MEMORIAL DAY, the last Monday in May
INDEPENDENCE DAY, July 4th
LABOR DAY, the first Monday in September
VETERANS' DAY, November 11th
THANKSGIVING DAY, the fourth Thursday in November
*Friday after Thanksgiving
CHRISTMAS DAY, December 25th
*TWO FLOATING HOLIDAYS
*8-HOUR WINTER HOLIDAY (December 24th)

* Refer to applicable Memoranda of Understanding for provisions.

Floating Holidays may be requested for any day of the year except as otherwise provided herein. Floating holidays will be scheduled in accordance with the provisions of Madera County Code section 2.60.590.

In addition, any day specified as a holiday (not to be confused with days of thanksgiving, prayer, fasting or otherwise) by executive order of the Governor or President shall be a paid holiday.

Whenever a holiday falls on a Sunday, the following Monday shall be recognized in lieu thereof. Any eligible officer or employee whose regularly scheduled day off falls on a holiday or who is otherwise required to work on a holiday shall be entitled to a day off with pay to be taken in accordance with the provisions of Madera County Code section 2.60.590.

Eligible officers and employees shall be entitled to one day off with pay, subject to the provisions of Madera County Code section 2.60.590 for each holiday that falls on a Saturday.

Life Insurance. The County shall provide eligible Officers and Employees with Group Term Life Insurance coverage with a policy value of \$50,000 per covered Officer or Employee. Eligible Officers and Employees may purchase additional coverage under said policy at their own expense.

Long-term Disability Insurance. The County shall provide eligible Officers and Employees with Long-term Disability Insurance coverage. Said coverage shall include a ninety (90) day elimination period, coverage to age 65, and provide benefits equal to 60% of monthly earnings, to a maximum benefit of \$5,000 per month.

Longevity Pay. Effective the month following completion of ten (10) years continuous full-time, satisfactory service with the County, exclusive of approved leave without pay, an eligible Officer or Employee shall, in addition to his/her regular salary, receive longevity pay equivalent to the difference between his/her regular salary or salary step and the same salary or salary step which is five percent (5%) higher.

In addition to the benefits provided after ten (10) years service, an eligible Officer or Employee, effective the month following fifteen (15) years continuous full-time satisfactory service, shall receive additional longevity pay equivalent to the difference between his/her regular salary or salary step and the same salary or salary step which is two and one-half percent (2-1/2%) higher. Effective the month following twenty (20) years continuous full-time satisfactory service, an eligible Officer or Employee shall receive additional longevity pay equivalent to the difference between his/her salary or salary step and the same salary or salary step which is two and one-half percent (2-1/2%) higher.

Management Leave. In lieu of Overtime Compensation, eligible overtime exempt Officers and Employees shall receive forty-eight (48) hours of annual paid management leave, separate from or in conjunction with other established leave balances. Non-elected Department Heads shall receive forty (40) hours of annual paid management leave, separate from or in conjunction with other established leave balances. Management leave shall not be accumulated from one fiscal year to the next.

PERS Paid. The County shall pay, on behalf of Elective Officers and Non-elected Department Heads, the employee's share of required contributions to the Public Employees' Retirement System ("PERS"). Payments made pursuant to this provision shall not be

reported to PERS as "additional compensation" for any of said Officers and Employees.

Those Elective Officers who do not contribute to the Public Employees' Retirement System(PERS), pursuant to Government Code sections 20320-20325, shall be eligible to have an amount equal to the employee's share of PERS deposited into a deferred compensation account for the Elective Officer in lieu of participation in the County's retirement plan.

Personal Vehicle Usage. When an Officer or Employee, at his/her option, volunteers usage of his/her personal motor vehicle for County business travel, the County of Madera shall compensate the Officer or Employee for the use of said vehicle at the rate established from time-to-time by the Board of Supervisors.

Rest Periods. Eligible Officers and Employees shall be allowed rest periods once before the lunch break and once after the lunch break not to exceed 15 minutes during each work shift. Rest periods will be scheduled by the employer consistent with the workload and in accordance with the requirements of the Department.

Retirement. The County shall maintain the current retirement contracts with Public Employees' Retirement System to provide an option for Officers and Employees to purchase military service credit at their own expense.

Sick Leave. Officers and Employees receiving Disability Benefits, Workers' Compensation Temporary Disability Benefits and/or Social Security Disability benefits, may elect to integrate leave benefits (sick leave, vacation, overtime, holiday compensation) and will be charged the equivalent time off, to the nearest quarter hour, to have their gross monthly salary when added to these benefits equal their gross salary when not receiving such benefits, for each day of disability payment until leave balances are exhausted.

Officers and Employees who are on leave without pay status due to an on-the-job injury shall continue to accrue sick leave benefits for a period not to exceed three (3) months.

Except as hereinafter provided, sick leave pay shall be granted only in cases of:

- a. Employee absence required by his/her bona fide illness or injury causing inability to work.
- b. Exposure to contagious disease requiring quarantine.
- c. To obtain consultation or treatment by a state licensed health care professional.

Officers and Employees shall not be entitled to sick leave while absent from duty on account of any of the following:

- (1) Disability arising from any sickness or injury purposely self-inflicted or caused by other willful misconduct.
- (2) Sickness or disability sustained while on leave of absence other than his or her paid leave.

Officers and Employees shall be allowed eight (8) hours of sick leave credit for each month of continuous full-time service and shall not be limited in the number of sick leave hours to accumulate.* Upon termination of employment, in addition to their regular compensation, eligible Officers and Employees shall be compensated for accrued sick leave balances according to the attachment entitled Table "C".

For the purpose of calculation, the first seventy-five (75) days of sick leave accrual shall be compensated at a rate not to exceed 50% of the current hourly rate as shown in Column "A" of Table "C". For additional sick leave days accrued above 75 days, but not exceeding 150 days, sick leave compensation shall be paid at the rate shown in Column "B" of Table "C". For sick leave days accrued in excess of 150 days, compensation shall be at the rate shown in Column "C" of Table "C".

For purposes of computing compensation of unused sick leave at termination for Officers and Employees currently in permanently allocated positions as of October 1, 1983:

1* Some exceptions apply. Refer to applicable Memoranda of Understanding.

- a. An Officer or Employee with a sick leave balance in excess of 75 days with less than twenty (20) years of service, shall be entitled to use accrued days up to the October 1, 1983 balance amount and Column "A" of Table "C". Total additional sick leave accrual which is in excess of the October 1, 1983 balance will be computed in accordance with Column "B" and "C" of Table "C".
- b. An Officer or Employee with more than 20 years service shall be entitled to the percentage of sick leave compensation in effect prior to October 1, 1983 (Madera County Code Section 2.60.540) on accrued sick leave up to the number of days that existed as of October 1, 1983. Total sick leave above the October 1, 1983 balance will be computed in accordance with Columns "A", "B", and "C" of the Table. Additional years of service after October 1, 1983 will not be used for the calculation of unused sick leave at termination.

Officers and Employees shall be eligible to participate in the Catastrophic Leave Program.

Special Leave with Pay. An eligible Officer or Employee shall be granted special leave with pay not to exceed a total of 80 hours in any one calendar year to be charged to sick leave in the event of an illness of the Officer's or Employee's spouse, son, daughter, or parent, or registered domestic partner such as to require his or her care. Son or daughter may include biological, adopted, foster, step or legal ward. Parent may include biological or parent in loco parentis.

Bereavement Leave, not to be charged to any leave balance, of three days (twenty-four hours) will be allowed for the death of a father, father-in-law, mother, mother-in-law, brother, sister, child or spouse. An eligible Officer or Employee shall be granted special leave with pay not to exceed a total of 56 hours in any one calendar year to be charged to sick leave in the event of a death of a member of the Officer or Employee's immediate family.

"Immediate family" is defined as spouse, children, step-children, parents, guardians, grandparents, grandchildren, brothers, sisters, and in-laws.

Standby Pay. When an eligible Employee is required to work more than three (3) hours of overtime in one work shift, and due to the nature and/or location of the work is unable to go home for a meal, the County shall provide for or reimburse out-of-pocket expenses for all meals incurred until such time as the employee is allowed to go home. The three (3) hour overtime requirement shall be waived in cases of emergency call out.

Reimbursement of meals shall be limited to \$10.00 for breakfast, \$12.00 for lunch and \$23.00 for dinner per employee.

When an eligible Employee is required to remain available for call-back at any time, the employee shall receive standby pay. Except in cases of emergency, all standby shall be approved in advance by the County Administrative Officer or his or her representative.

When an eligible Employee is required to standby, he or she shall be compensated for such standby time at the rate of \$3.00 per hour.

Discretionary Expense Allowance. The County shall provide Elected Department Heads, excluding members of the Board of Supervisors, an allowance of \$1,200.00 per year to cover the cost of discretionary expenses.

Vacation Accrual. The County shall maintain the current vacation accrual rates set forth in Madera County Code Section 2.60.580.

Officers and Employees who are on leave without pay status due to an on-the-job injury shall continue to accrue vacation benefits for a period not to exceed three (3) months.

TABLE C - MADERA COUNTY CODE § 2.60.540

| <u>Years of Service</u> | <u>Percentage of Current Hourly Rate</u> | | |
|-------------------------|--|-------------------------------|------------------------------|
| | Column A 0 to 75 Days | Column B 75 to 150 Days | Column C Over 150 Days |
| 5 | 10 | 5 | 2.0 |
| 6 | 12 | 6 | 2.4 |
| 7 | 14 | 7 | 2.8 |
| 8 | 16 | 8 | 3.2 |
| 9 | 18 | 9 | 3.8 |
| 10 | 20 | 10 | 4.0 |
| 11 | 23 | 11.5 | 4.6 |
| 12 | 26 | 13 | 5.2 |
| 13 | 29 | 14.5 | 5.8 |
| 14 | 32 | 16 | 6.4 |
| 15 | 35 | 17.5 | 7.0 |
| 16 | 38 | 19 | 7.6 |
| 17 | 41 | 20.5 | 8.2 |
| 18 | 44 | 22 | 8.8 |
| 19 | 47 | 23.5 | 9.4 |
| 20 and above | 50 | 25 | 10 |

FRINGE BENEFITS SCHEDULE - COUNTY OF MADERA

| | Classified/ Represented Employees | Classified/ Unrepresented Employees | Unclassified Employees | Elective Officers | Non-elected Department Heads | Extra Help Employees |
|------------------------------------|---|---|---------------------------|----------------------|---------------------------------|-------------------------|
| Bilingual Pay* | ** | X | X | | | |
| Deferred Compensation* | ** | X | X | X | X | |
| Health & Welfare* | ** | X | X | X | X | *** |
| Holidays* | ** | X | X | | X | |
| Life Insurance* | ** | | | X | X | |
| Long term disability Insurance* | ** | | | X | X | |
| Longevity Pay* | ** | X | X | | X | |
| Management Leave* | ** | X | X | | X | |
| PERS paid* | ** | | | X | X | |
| Personal Vehicle Usage* | ** | X | X | X | X | X |

| | | | | | | | | |
|--|----|---|---|---|---|---|---|-----|
| Discretionary Expense Annual Allowance -- \$1,200 / year | | | | | | X | | |
| Retirement* | ** | X | X | X | X | X | X | *** |
| Sick Leave* | ** | X | X | X | X | | X | |
| Special Leave w/pay* | ** | X | X | X | X | | X | |
| Standby Pay* | ** | X | X | X | X | | | |
| Vacation accrual* | ** | X | X | X | X | | X | |

* = See attached appendix for fringe benefits specifications.

** = See current representation unit MOU for fringe benefit specifications.

*** = See text of Salary & Benefit Resolution for fringe benefit specifications.

X = Benefit provided.